

Online Master The European Union and Central Asia in the International System



Study regulations and Examinations Rules

Online Master Programme

The European Union and Central Asia in the International System.

The following document, put together by the organisers of the two-years Master Programme “The European Union and Central Asia in the International System” (EUCAIS) defines, among others, the structure, curriculum and admission requirements of the Master Programme.

This document enters into force on 1 September 2010 and will be subject to revision after the completion of the first year of the programme.

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1. OBJECTIVES

The two-year-lasting Online Master Programme EUCAIS responds to the growing demand for better knowledge about Europe and the European Union (EU) in Central Asia.

Through the combination of modern e-learning and in-person workshops in Berlin, EUCAIS is an ideal additional qualification in form of a part-time study programme open to post-graduates and young professional from Central Asia (Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan and the Chinese Province of Xingjian).

Indeed the employment of blended learning methods is one of the most relevant features of the programme. The language of instruction is English and 60 ECTS credits are awarded on the successful completion of the programme.

The Online Master Programme EUCAIS aims to provide its participants with the following:

(1) The necessary knowledge on the EU and the present developments in the relations between the EU and Central Asia in the international system, along with a deepened insight into EU structures;

(2) The possibility of a direct exchange of views and intercultural learning between Central Asian participants and European academics via the online platform and the framework of courses held during in-person gatherings in Germany;

(3) The acquisition and improvement of methods and the ability to produce scientific work, particularly through the writing and editing of a master thesis

(4) The acquisition and improvement of practical knowledge on the EU and Central Asia both through online contents (e-learning) and simulation seminars.

2. BOARD OF EXAMINATIONS AND STUDIES

The Board of Examinations and Studies is composed of the programme directors of EUCAIS, the experts of the course modules and one representative from the Volkswagen Foundation and may include other experts to the board meetings if further advisory expertise is needed. This group meets regularly, deciding on all questions regarding courses, academic criteria, exams and the study programme and supervises the adherence to these rules and regulations.

In case the EUCAIS participants would like to address the board they are asked to do it in a written form. Its meetings and the minutes of the Board are not open.

The board is responsible for the enforcement of the following rules concerning the selection requirements and procedure, academic criteria, written contributions, exams and all other aspects described in this present document.



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3. ADMISSION REQUIREMENTS

3.1 Academic Criteria

In order to apply to the EUCAIS programme, the following academic criteria need to be fulfilled:

Applicants have to

- Hold a Bachelor or a comparable degree issued by a higher education institution, achieved, the latest, by the beginning of the first academic year of the Programme
- Be a citizen of one of the following countries/regions: Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan, the Chinese Province of Xingjian
- Be proficient in English, both written and oral
- Express high motivation to be enrolled in the study programme and share the above-mentioned aims of the EUCAIS programme.

3.1.2 Application Documents

Applicants able to provide the following documents will be taken into consideration during the selection procedure:

- Curriculum Vitae
- Copy of Diploma(s) and/or of Academic Certificate(s)
- Translation of Diploma(s) and/or of Academic Certificate(s) into English
- Motivation Letter, sent as a cover letter.

Applicants are invited to apply for the Master Programme EUCAIS by sending the mentioned documents to the following e-mail address: info@eucais.org.

4. SELECTION PROCEDURE AND FURTHER ACADEMIC REQUIREMENTS

After the closing date for applications to the EUCAIS programme a list of potential candidates will be drafted according to the method described below.

4.1 Selection Procedure

Each of the candidates will be evaluated according to her/his academic and professional background, experience and all submitted relevant documents. The most promising candidates will shortlisted for a further selection stage. This may take the form of:

- Written exams in one of the DAAD centres in the above-mentioned countries;
- A personal interview with the directors of the EUCAIS programme,



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- A further in-depth analysis and examination of the documents submitted to the Selection Committee (CV, motivation, eventual references, diplomas' and certificates' grades, language knowledge, etc).

In reference to the first two points, applicants will be informed in due course about dates and location of the above-mentioned interviews and/or tests.

4.2 Final Selection

On the basis of the results of the latter stage of selection the Directors of the programme decide upon the final list of participants to the programme. The selected participants will then be asked to confirm their participation to the programme within a week after the communication of their successful application.

Should part of the required documents not be available by that time, a preliminary confirmation will be issued until all the required documents are received by EUCAIS.

4.2 Academic Requirements

The participants have to subscribe a letter of commitment regarding the acceptance of the scholarship regulations of the VW foundation. EUCAIS participants are asked to follow all courses, forum discussions and other e-learning activities in a serious academic manner. The rules of scientific work and all deadlines for the submission of assignments have to be respected. The participation in workshops and courses is obligatory. (Please refer to paragraph 9). Only after the successful participation in a course (e.g. the submission of assignments in due time and quality) participants are admitted to the respective exam.

4.2.1. In the first semester

The participants have to take part in all three compulsory courses.

4.2.2. In the second and third semester

The successful acquisition of all the required ECTS credits in the first semester, i.e. the successful completion of the three compulsory courses of the semester, is a necessary condition for participation in the second semester.

By the same token the successful acquisition of the ECTS credits in the second semester, i.e. the successful completion of the compulsory course and of one from the optional courses, is necessary in order to participate in the third semester and for writing the Master's Thesis

For a detailed course description and further information please refer to paragraph 9.

In some individual cases and only under special circumstances the Board of Examinations and Studies is entitled to decide upon written request regarding the fulfilment of the academic criteria.



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5. SCHOLARSHIP

All EUCAIS participants are awarded a scholarship. For details concerning the amount of the scholarship the declaration of commitment for each student is binding. The fulfilment of the academic criteria for each semester is condition *sine qua non* for receiving further instalments of the scholarship during the whole length of the programme.

6. DESCRIPTION AND STRUCTURE OF THE MASTER PROGRAMME

6.1 Blended Learning Approach

The EUCAIS Programme is based on blended learning methods of teaching. This method refers to courses that combine face-to-face classroom instruction with online learning (or alternatively e-learning). The blended learning approach includes online-courses, discussion forums, interdisciplinary online working groups, workshops, panel discussions, simulation seminars, tests, essays, written exams, visits to EU institutions and other national institutions and dialogue with decision makers.

6.2 Curriculum

The curriculum consists of different courses all available online. The EUCAIS programme lasts 21 months and is divided in three semesters (6 months each), including a total of 11 courses (either obligatory or optional) and an extra period of three months devoted to the finalisation of the master thesis and the passing of examinations. The programme concludes with the successful completion of the master thesis.

The first semester lasts from August to January, the second from February to July, and the third from July to December. A further three months study phase is planned as participants are expected to prepare their Master Thesis. Each Semester consists of several courses, all available online and divided into compulsory and optional courses.

The programme is structured as follows (see next page):



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1 st Semester		2 nd Semester		3 rd Semester		Master Thesis period			
August 2010 – January 2011		February – July 2011		July – December 2011		December 2011 - March 2012			
First period of attendance in Berlin	Online Courses (compulsory)	Second period of attendance in Berlin	Online Courses (1 compulsory, 3 optional) + Simulation compulsory	Third period of attendance in Berlin 8 days: 10-18.7.2011 (to be confirmed)	Online Courses (1 compulsory, 2 optional) and Master Thesis Preparation		Fourth period of attendance Berlin / Brussels March 2012: 10 days		
First month of the Academy 5 days: 30.8.-3.9.2010		8 days: 23-30. January 2011							
Introduction into the curriculum	The EU: History of EU-Integration and European-Central Asian Relations (6 ECTS)	1st semester exams	Lectures and discussions with course Professors	2nd semester And retake exams	Methodology of Academic Work (Research & Writing) (compulsory) (6 ECTS)	Finalisation of Master thesis by 15 February and students' preparations for the presentation /defence of Master thesis/preparation exams	3rd semester and retake exams		
Introduction into e-learning	The EU: Institutions, Decision-Making and Core Policies (6 ECTS)		Round tables		European and International Law (compulsory) (6 ECTS)			Political and Economic Aspects of Transition (6 ECTS)	
Introduction into forthcoming online courses and examination procedure	Challenges and Trends of World Economy: Implications for the EU and Central Asia (6 ECTS)		Working groups		EU Trade Policy and the Single Market (6 ECTS)			The EU and the Relations with Central Asia – Lessons and Future Strategies (6 ECTS)	
Round table discussions			Introduction into forthcoming online courses		Energy Economy and Climate Change (6 ECTS)				Master Thesis (Preparation period: Exposé, Outline, first drafts)
Intercultural communication and learning			Excursion to German Federal Institutions dealing with EU and Central Asian Affairs		The EU and Central Asia in World Politics (6 ECTS)				
					Preparation for the Simulation: EU-Central Asia "Summit" (compulsory; 2 ECTS)				
Additional Offers	18 ECTS	Additional Offers	18 ECTS + 2	Additional Offers	12 ECTS	10 ECTS			



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6.3 Courses of the EUCAIS Master Programme

The EUCAIS Programme consists of the following courses:

▪ First Semester

1. EU-integration and European-Central Asian Relations in a Changing World
2. Challenges and Trends of World Economy: Implications for the EU and Central Asia
3. Institutions, Decision-Making and Core Policies in the External Action of the EU

▪ Second Semester

4. European and International Law
5. EU Trade Policy and the Single Market
6. Energy Economy and Climate Change
7. The EU and the Central Asia in World Politics
8. Simulation: EU-Central Asia Foreign Ministers Summits and High Level Experts Meetings

▪ Third Semester

9. Methodology of Academic Work in Research & Writing
10. Political and Economics Aspects of Transition in Eastern Europe and Central Asia
11. The EU and the Relations with Central Asia, Lessons from the Past for Strategies of the Future

The courses are divided into compulsory and optional courses.

The compulsory courses are the following: 1, 2, 3, 4, 8, 9.

The rest are optional courses.

In order to collect the necessary number of ECTS credits each participant is expected to pass all the compulsory courses with a positive grade and three courses among the optional ones (two from the second semester and one from the third semester). For more detailed description of the academic requirements please refer to point 6 and the following paragraphs.

6.4 Courses' content

The structure of each course materials is under the full responsibility of the respective professor(s). For the content of each course the present Study regulations refers to the Programme's ECTS Information Package (to be accessed online).

7. METHODOLOGY

The course material is delivered in the form of online courses, supplemented by classes during in-person workshops in Berlin at the beginning of each semester.

Each course is carried out online and is presented by the same expert who is also responsible for the course. The online courses are imparted via an e-learning platform. The participants will acquire the contents of the online courses through self-studying. Communication between EUCAIS participants and course professors is possible online (via



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the platform, forums). Course presentations, group work, discussions, panel discussions, simulation seminars or excursions are inherent parts of the curriculum during the workshops in Germany and the study trip to Belgium. Participants will take their course examinations during the workshop (which concludes a semester and introduces the next one). The possibility for one retake is given for each exam and is to take place during the next following workshop of the programme. For more detailed information on written contribution and exams, please refer to point 10..

8. WORKLOAD AND ECTS ACCORDING TO THE BOLOGNA PROCESS

Overview of the ECTS points distribution over the length of the Programme:
(workshops are included in the workload)

ECTS points	First Semester	Second Semester	Third Semester	Master thesis period	TOTAL
Compulsory Courses	18	6	6		30
Optional Courses	-	12	6		18
Simulation Seminar		2			2
Master Thesis				10	10
					60



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8.1 Marking System

Whereas ECTS credits are allocated to successful students only, ECTS grades are awarded to all students.

Grade	%	Definition
A	90-100	EXCELLENT – outstanding performance with only minor errors
B	80-89	VERY GOOD – above the average standard but with some errors
C	70-79	GOOD – generally sound work with a number of notable errors
D	60-69	SATISFACTORY – fair but significant shortcomings
E	50-59	SUFFICIENT – performance meets the minimum criteria
F	0-49	FAIL – considerable further work required

Compulsory assignments and the contribution to forum discussions are incorporated into the final course result. The evaluation of these activities is included, along with the respective written exam performance, as part of the overall course result.

9. ACADEMIC REQUIREMENTS

9.1 Overall Academic Requirements

For a successful completion of the programme, the participant is expected to:

- Study the necessary online materials, participate actively in five compulsory courses and three optional courses and fulfil the regularly requested assignments;
- Take active part in forum discussions
- Participate in all four periods of attendance (workshops);
- Pass all written examinations in the periods of attendance
- Write and orally defend a master thesis.

9.2 Workshops

The EUCAIS programme includes four different workshops taking place during the three semesters of the programme. The workshops are in-person phases, where face-to-face



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learning, intercultural communication, panel discussions and dialogues with academic and decision makers take place. The participation in all four workshops is compulsory in order to be awarded the EUCAIS master degree.

9.2.1 Simulation

The Simulation course does not foresee any written examination at the end of the module. Participation is compulsory.

9.3 Course Requirements

Participants are requested to fulfil the requirements for each course in which they are enrolled. Participants have to submit assignments and regularly and actively participate in all forum discussions offered by the course professors. At the end of every semester written exams have to be taken for those courses the participants are enrolled in. Passing the exam is a compulsory condition for the participant to be awarded with the respective ECTS credits.

The evaluation of the participant's activities is marked together with the respective exam as part of the overall course result, according to the grading system as described in 8.1.

9.4 First Semester

In the first semester the participants need to successfully pass the three compulsory courses (as listed above in 6.3) offered by EUCAIS in the first semester.

The successful collection of all ECTS in the first semester is a pre-condition to further access the programme's content for the second semester and to further receive the scholarships granted by the EUCAIS Programme.

9.5 Second and Third Semester

The combination of compulsory and optional courses in the second and third semester gives the participants the opportunity to study specific areas of interest along with the compulsory subjects.

9.5.1 Second Semester

In the second semester the participants need to successfully pass the one compulsory course, the simulation and two out of three optional courses (as listed above in 6.3) offered by EUCAIS in the second semester.



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The successful collection of all ECTS in the second semester is a pre-condition to further access the EUCAIS programme's content of the third semester and to further receive the scholarships granted by the EUCAIS programme.

9.5.2 Third Semester

In the second semester the participants need to successfully pass the one compulsory course and one of the two optional courses (as listed above in 6.3) offered by EUCAIS to be enrolled in the third semester.

The successful collection of all ECTS is a pre-condition to be admitted to write the master thesis and to further receive the scholarships granted by the EUCAIS programme.

9.6 Written Contributions

Every course (whether compulsory or optional) must be completed with an exam. The delivery of written assignment(s) on time is a precondition for being allowed to participate in each of the exams.

The master thesis has to be submitted in due time and quality. During the last workshop the presentation and defence of the master thesis takes place.

The successful completion of all written exams and contributions is necessary in order to be awarded with the EUCAIS master degree.

Only upon written request and in exceptional circumstances the board may allow a postponement of one exam.

9.6.1 Written exams

- (i) An exam will be marked as 'not sufficient' (i.e. the participant fails) if:
 - the exam does not meet the requested academic standards;
 - the participant has used unsanctioned materials (e.g. sheets, books, telephone, laptop, etc.);
 - the participant has copied from another participant's exam paper;
 - the participant hands in the examination paper before the end of the given time and asks the tutor not to evaluate it.
- (ii) A hard copy of the so-called "Lisbon Treaty" can be used during the exams of the following courses: European and International Law
- (iii) For the exam in the courses mentioned in (ii) it is not permitted at any point to use a digital version of the Treaty. The participants have to bring their own copy of the treaty.
- (iv) In the case a participant is absent from an exam due to an illness, emergency, etc. a written certificate attesting the cause of the absence is required. The document



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has to be submitted within the next three working days to the EUCAIS office. If the submitted documents provide an indisputable reason for the absence of the participant, the Board will discuss the possibility of the participant to take the exam during the next exam session.

9.6.2 Master Thesis

The technical requirements and the final deadline regarding the submission of the master thesis will be published online.

9.6.3 Assignments, working papers, Master thesis

- (i) The master thesis has to be written individually by each respective EUCAIS participant;
- (ii) The thesis has to be submitted on time (i.e. according to the scheduled time of each course). Any delay in the submission of the paper will influence the final grade awarded by the expert;
- (iii) The thesis needs to be submitted fully edited, with references, bibliography and foot notes, as usually expected for documents fulfilling academic standards;
- (iv) Any reference to primary or secondary sources needs to be referred to in proper ways, as usually expected for documents fulfilling academic standards;
- (v) Any form of plagiarism is completely forbidden and results in the automatic evaluation of the paper as "not sufficient";
- (vi) In cases of plagiarism, the severity of the offence will be taken into consideration when evaluating whether or not the expert should allow the participant to submit a new paper;
- (vii) In cases where repeated forms of plagiarism is proved beyond any doubt, the Board of Examinations and Studies will evaluate the specific case and decide upon the measures to be applied. Its decision will then be final.